



THE CITY OF SAN DIEGO

SUBMITTAL REQUIREMENTS AND PROCEDURES FOR Wireless Communication Facilities

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 501 SAN DIEGO, CA 92101-4101
CALL (619) 630-9DSD FOR INSPECTIONS
CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION
BULLETIN

536

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This information bulletin describes the procedures and submittal requirements for [Wireless Communication Facilities](#) (WCF's).

The proposed location of a WCF determines the permit type and decision-maker process level required. Land Development Code (LDC) Section 141.0420 is used in conjunction with the "Use Regulation Tables" in Chapter 13 to determine the appropriate approval type. Approval types include: Limited Use (Zoning Use Certificate) Process 1, Neighborhood Use Permit (NUP) Process 2, Coastal Development Permit (CDP) Process 2 or 3, Conditional Use Permit (CUP) Process 3 or 4, Site Development Permit (SDP) Process 3 or 4, and Planned Development Permit (PDP) Process 4. Council Policy 600-43 identifies the least and most preferable areas for locating WCF's.

LDC Section 141.0420 lists specific development and design requirements for WCF's. In addition, the Wireless Communication Facility Guidelines, available on Development Service's website, provides helpful information on the design and development of WCF's.

If a WCF is located in the Downtown Community Plan planning area, please contact Civic San Diego at (619) 235-2200 to process your application.

If a WCF is located on City property, contact Real Estate Assets at 619-236-6020 or <http://www.sandiego.gov/real-estate-assets/> to start the application process.

I. WHAT IS A WCF?

WCF's consist of antennas and associated equipment used to provide wireless communications, such as telephone, paging or wireless data transmission services. Satellite antennas are not defined as a WCF. Refer to LDC Section 141.0405 for further information.

The LDC requires that these facilities use all reasonable means to conceal or minimize the visual impacts through integration. Integration with existing structures or among other existing uses shall be accomplished through the use of architecture, landscape architecture, and siting solutions (LDC Section 141.0420).

II. PROJECT SUBMITTAL REQUIREMENTS

Plans for all approvals are submitted for a Completeness Review. After this review is complete, the applicant will receive a Cycle Issues Report which lists corrections and additional information to provide. Once the required information is submitted, the project will be "Deemed Complete." Projects not meeting the requirements

Documents referenced in this Information Bulletin

- Land Development Code, [\(LDC\)](#)
- [Information Bulletin 503](#), Fee/Deposit Schedule for Development & Policy Approvals/Permits
- [Information Bulletin 512](#), How to Obtain Public Noticing Information
- Ownership Disclosure Statement, [DS-318](#)
- Stormwater Applicability Checklist, [DS-560](#)
- General Application, [DS-3032](#)
- Deposit Account/Financially Responsible Party, [DS-3242](#)
- [Wireless Communication Facility Guidelines](#)
- [Council Policy 600-43](#)

listed in this bulletin will not be accepted and may not be deemed complete.

To schedule a submittal appointment to submit a WCF application call (619) 446-5300.

A. General Application Package

Provide one copy of the following documents:

1. **General Application (DS-3032).**
2. **Deposit Account/Financially Responsible Party (DS-3242).**
3. **Ownership Disclosure Statement (DS-318)** (Not required for Limited Uses or projects on city owned property).
4. **Grant Deed** - A copy of the Grant Deed is required to provide proof of current ownership (Not required for limited uses, right-of-way or city owned property).
5. **Stormwater Applicability Checklist DS-560** - Required for Process 2-5 projects with ground disturbance.
6. **Owner's Letter of Authorization** (only required for Limited Uses) - This is a letter from the property owner authorizing an agent or representative to submit an application and obtain permits for a WCF on a property.
7. **Limited Use Request Letter** (only required for Limited Use) - Letter must explain why the project qualifies as a Limited Use.

B. Photographic Survey

Provide a photographic survey of the proposed project site, with a key map. Photographs must be taken from the project boundaries at four or more locations, with on and off site views, including any slopes. Include photos of

the project site at a distance close enough to adequately show site conditions. The number of photographs will vary depending on the size of the project; however, the quantity must be sufficient to adequately view the entire site.

ROW Sites Only: Provide a photo survey of existing vertical elements (light standards, street lights, etc.) within a 3-block radius.

These photos will be used to determine whether the proposed design is consistent with the neighborhood character.

C. Photo Simulations (must be 11 x 17)

Provide photo simulations with each plan set. The photo simulation illustrates the proposed antenna facility and equipment. Show the existing view and proposed view for each vantage point.

Include enough photo simulations to accurately depict the proposed facility. This will most likely include the facility as viewed close-up and at a distance.

These photo simulations will be marked as exhibits and be used during the review, approval, construction and inspection phases of the project.

D. Technical Analysis

(Not required for Limited Uses) Provide One (1) copy of the following documents. All documents **must** be attached as a package.

1. Site Justification Letter - Base the information contained in this report on the Justification Map (described below). This report must justify the need or requirement for the proposed WCF location and design. Include justification that explains why other more preferable sites were analyzed but not selected. Demonstrate why these sites did not meet your objectives (include engineering, coverage and location justification).

2. Justification Map - On the map, identify the zoning base map zones, search ring, alternative sites, the selected site, and all existing and approved WCF's within a one mile radius. Identify collocation opportunities within the search ring area. Ensure that zones are easily identifiable and that a legend is provided. Be sure to coordinate the Justification Map with the Site Justification Report. Provide a scale and north arrow. 8½" x 11" size.

3. Coverage Map - Provide maps that identify the proposed target coverage. Illustrate the coverage prior to and after the installation. Identify major streets and include a legend. This map should be at the same scale as the Justification Map. 8½" x 11" size.

4. Noise Report - For projects proposed adjacent to residential uses when air conditioning units or other noise generating devices are utilized.

E. Public Notice Package

(Not required for Limited Uses) A public notice package is required **after** the Telecom Completeness Review cycle. The public notice will be used to notify adjacent tenants and property owners of the proposed WCF. See Information Bulletin 512, "How to Obtain Public Noticing Information" for more details.

F. Plans

All plans should be the size indicated below, and folded to 8½" x 11". **PRINT SIDE MUST BE FACING IN.**

Quantities Required:

Limited Use - Two (2) sets of 11" x 17" plans.

All Other Approvals - Six (6) sets of 11" x 17" plans, and one (1) 24" x 36" size plan (for Engineering Review).

Site Plan - A site plan is a comprehensive, fully dimensioned drawing which shows the general layout of the property and/or building in which the WCF is located. The site plan must be drawn to scale and legible when reduced to an 8 1/2" x 11".

Development Summary - Provide, in a table format, the following information on the first sheet of the plans:

1. Provide a bullet point narrative that details the project's complete scope of work, including all existing and proposed improvements, any proposed development regulation deviations, and the required permits/approvals.
2. List all existing WCF's on the site and identify the provider. If none, please note.
3. List all prior permits pertaining to this project.
4. Show the Project Team - List name and phone number of all consultants including engineers, architects, landscape architects, designers and contractors.
5. Show the legal description and Assessor Parcel Number(s) for the property that the development is proposed on.
6. Show owner's name and address.
7. Show type of construction per the California Building Code.
8. Show the zoning designation and any overlay zone designations.
9. Gross site area, floor area and floor area ratio (if applicable)
10. Existing and proposed uses
11. Year constructed for all existing structures on the lot, including existing structures to be demolished

Elements Required on Plans

1. Show and label all property lines, including distances.
2. On premises containing environmentally sensitive lands, illustrate the boundary lines of those that apply: steep hillsides, sensitive biological resources, Multiple Species Conservation Program Preserve Areas, 100-year floodplains, sensitive coastal bluffs, etc.
3. Dimension and label all required and proposed setback lines.
4. Show and label any existing easements - identify type. If none, please note.
5. When the proposed enclosure and/or support structure is ground mounted, show all off-street parking spaces, label disabled spaces and provide parking calculations.
6. Show location of existing buildings and structures. Include use of all structures.
7. Show and dimension any proposed structures including antenna support structure and associated equipment shelter, cabinet or fencing.
8. Show location of the coaxial cable from the power source to the antenna. (Note: No "dog-houses" are allowed; cables must be internally routed through the base of pole.)
9. Show any other existing WCF's on site and identify the provider. If none, please note.
10. Identify proposed locations of all transmitters and provide transmitter frequencies and power levels.
11. A statement on the plans indicating that the wireless communication facility complies with federal standards for radio frequency in accordance with the Telecommunication Act of 1996 and subsequent amendments and any other requirements imposed by state or federal regulatory agencies.
12. Recommended: Design WCF to conserve energy by utilizing natural ventilation for cooling and on-site renewable energy sources.

Method of Attachment/Cabling

Provide dimensioned details of antennas including size, down tilt and method used to attach the antennas to the structure. If proposing skirts or any other concealment/integration techniques, include details illustrating all components of the proposed design. When the coaxial cable cannot be located within the interior of the building, identify location of cable tray and illustrate how it will be integrated within the existing exterior building materials.

Elevations

This is a dimensioned drawing of each face of the building or antenna support structure and equipment shelter. Include the following information on the elevation drawings:

1. Each elevation of the building or structure must be accurately scaled and fully dimensioned. This includes equipment shelters/buildings.
2. Indicate existing grades and building or structure heights, as defined by LDC Section 113.0270. Also identify the maximum height of the proposed facility utilizing the Above Mean Sea Level (AMSL) height.
3. Show and label existing and proposed architectural details and location of all windows.
4. Show and label existing and proposed exterior materials.
5. When the coaxial cable cannot be located within the interior of the building, identify location of cable tray and illustrate how it will be integrated within the existing exterior building materials.
6. If the antenna is the highest element on the elevations, identify the top of structure height, not the RAD center of the antenna.

Roof Plan

For roof top installations, provide a fully dimensioned plan view of the existing roof top. Show locations of existing WCF's and identify the provider(s).

Floor Plan

Required when the equipment is located within an existing building or structure.

1. Provide fully dimensioned floor plan for each floor affected.
2. Indicate floor level.
3. Label each room according to its existing and proposed use.

Landscape Plan

Utilize landscape material and design to integrate WCF's with the surrounding environment to improve views from neighboring properties and the public right-of-way. Equipment enclosures should be screened to provide 80% coverage within 2 years of installation. The intent of the landscape plan is to illustrate landscape design, screening, and maintenance concepts that are consistent with the applicable regulations.

Provide the following elements on all Landscape Plans:

1. Plant Legend – Provide botanical name, common name, form, function, container size, and mature height and spread. Provide at least three species per plant symbol.
2. Limit of Work – Provide a line to delineate the limit of disturbance.
3. Existing Plant Material – Identify all trees, shrubs, and groundcover within and adjacent to the limit of work and as applicable to the project. Include botanical and common names, caliper size (for trees), and height and spread (for shrubs). Identify landscape material to be removed and to remain.

4. Trees and other landscape proposed for removal should be replaced in-kind. In many cases, existing landscape is required by the LDC and may not be removed.
5. Maintenance Note – Identify who will be responsible for maintaining proposed landscape in the public right-of-way if any private property.
6. Irrigation Note – Identify how proposed plant material will be irrigated and by whom.
7. Clearly identify the property line and ensure Landscape Plan is consistent with Site Plan.
8. If the property is adjacent to native or naturalized vegetation, brush management may be required. The plans will need to provide Brush Management Zone 1 and 2 boundary lines and applicable notes. Proposed plant material and irrigation must be consistent with Brush Management regulations.
9. Do not provide construction-level details, such as irrigation plans. These are provided during Building or Public Improvement Plan Review. (Refer to the Project Submittal Requirements, Section 2 and 3.)
10. Recommended: Street Trees are an element that can be utilized to improve views of WCF's.
11. Recommended: Have plans prepared by a Registered Landscape Architect.

III. RADIO FREQUENCY (RF) EMISSIONS

RF emissions are regulated by the Federal Government. Refer to www.fcc.gov for more information. The City requires that wireless carriers submit a certified cumulative model (worst-case scenario) radio frequency (RF) report demonstrating compliance with the Federal Communication Commission's standards. All significant contributors to the ambient RF environment should be considered in the radio frequency report. This report must be signed and stamped by a registered RF frequency engineer and is required at the time of initial submittal.

Note: After receiving discretionary approval, other building/electrical permits may be required.

IV. PROJECT DEPOSIT/FEEES

Refer to Information Bulletin 503 for information on required deposits and fees for WCF Permits.

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V. SUBSTANTIAL CONFORMANCE REVIEW (SCR)

The goal of a SCR is to determine if the proposed project is consistent and in conformance with a previously approved permit. This includes a review of the revised project against the approved exhibits and permit conditions. Projects that are adding antennas or square footage do not qualify for a SCR and must submit for an amendment to the permit.

A. Submittal Requirements

Phone (619) 446-5300 to schedule an appointment for a SCR submittal. At this appointment provide the following:

- (1) General Application (DS-3032).
- (1) Deposit Account/Financially Responsible Party (DS-3242).
- (2) Letters detailing the modifications being proposed to the project that was previously approved.
- (2) Current Photographic Survey & Photo Simulations.
- (2) Final approved permit and resolution(s) of the subject permit.
The approved 11" x 17" Exhibit "A" drawings and documents that are being affected by the proposed project modifications. Folded to 8 1/2 x 11.
- (2) Marked up 11" x 17" Exhibits "A" drawings and documents OR new drawings at the same scale as the approved exhibits that clearly show and high-light the proposed project modifications. Folded to 8 1/2 x 11.

B. Substantial Conformance Review Deposit/Fees:

A deposit account is established with an initial deposit. This initial deposit is drawn against to pay for the review of your project. During project review, the Financially Responsible Party (as identified on the Deposit Account/Financially Responsible Party form, DS-3242) will receive a monthly deposit statement reflecting the charges made against the account.

The Financially Responsible Party will receive invoices for additional deposits for subsequent reviews of the project in order to maintain the minimum balance as shown below. The payment of this invoice will be required in order to continue processing your project. At the end of the project, any remaining funds will be returned to the Financially Responsible Party.

Initial Deposit	\$3,000
Subsequent	
Review/Minimum Balance.....	\$1,000

FEES:

The following fees are required at the time of project submittal or at issuance.

A. General Plan Maintenance Fee

This fee is charged at submittal for projects with plans and documents to be reviewed for compliance with the general plan or land development code provisions.

General Plan Maintenance Fee.....	\$275
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B. Mapping Fee

This fee is charged at submittal when there are plans, drawings, maps or other geographical documents utilized for project review.

Mapping Fee	\$10
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C. Discretionary Project Close Out Fee

This fee is charged at submittal to pay for plan processing, notarizing documents, permit recordation, and archiving the project file after final hearing or appeal is completed.

Discretionary Project Close Out Fee\$500

D. Records Fee

This fee is assessed at issuance for imaging and archiving the documents in records.

Records Fee-SCR (process 1)\$45

Records Fee-SCR (process 2)

Less than 75 pages\$90

76 to 1,000 pages\$515

Each Additional 500 pages over 1,000\$250